

Specialty Camps Parent Handbook

- **Adventurous Boys Camp**
- **Cooking Camp**
- **Jr. Video Game Design**
- **Nuts About Nature Camp**
- **Preschool LEGO® Camp**
- **Safety City**
- **Safety City Plus**
- **Stop Motion Animation**
- **Watercolor Camp**
- **Youth LEGO® Camps:**
 - **Carnival Crazy Contraptions**
 - **Space Adventures**
 - **Remote Control Mania**
 - **Theme Set Mania**



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PHILOSOPHY AND PURPOSE

The City of Dublin, Division of Recreation Services maximizes the lifelong benefits of recreation, learning and the arts by delivering innovative programs, inclusive activities, excellent facilities and services to enhance the quality of life throughout the community.

SPECIALTY CAMPS GOALS

- Maintain the safety and well-being of camp participants and staff
- Develop campers' independence, self-esteem, and peer relationships
- Develop an appreciation of the arts, outdoors, cooking, computer technology, and/or constructive design.
- Explore and develop skills in each camp through hands-on experiences.

How Do We Accomplish Our Goals?

At the City of Dublin, Recreation Services our goals are very important to us and, in fact, guide everything that we do each. We have many policies and procedures that provide for the safety and well-being of the camp participants and staff to make our programs a better place for all. Some of these include policies that guide: sunscreen use, medication distribution, emergency procedures, behavior management guidelines, and many more. We also want your child to feel comfortable, relaxed, and happy while in our programs so we use America's Promise and the Search Institute's 40 Developmental Assets to guide most of our programming decisions. We chose to staff our programs with qualified and competent counselors so that each child gets the support and guidance that he/she needs to be successful in our programs. We work hard to give your child a fun and educational summer!

For more information about America's Promise visit:

www.americaspromise.org

For more information about the Search Institute's 40 Developmental Assets visit:

www.search-institute.org/assets/forty.htm

PLEASE VISIT OUR WEBSITE: WWW.DUBLINOHIOUSA.GOV/RECREATION/CAMPS FOR COMPLETE DESCRIPTIONS OF EACH OF OUR SPECIALTY CAMPS

CAMP POLICIES & PROCEDURES

REGISTRATION

Registration must be completed prior to your child attending the program. Registration will not be accepted at the camp sites. All Specialty Camps require 100% payment at the time of registration.

CANCELLATIONS/REFUNDS FOR SPECIALTY CAMPS

Cancellations must be received seven (7) business days in advance of the first day of the camp date to receive a refund minus a \$10 administrative fee. Requests for cancellations/refunds made less than seven business days prior to the start of the camp date will be processed, but no refunds or credits will be given.

ABSENCES/MISSING A DAY OF CAMP DUE TO ILLNESS, ETC

Camp staff will NOT call parents/guardians if a child does not attend camp as registered. Refunds or credits cannot be granted for missing camp due to illness, etc.

CAMP PARTICIPANT HEALTH CARE FORM

Camp participants who participate in any of our Specialty Camps must have a current Health Care Form completed BEFORE they are permitted to attend camp. Health Care Forms should be completed online. Health Care Forms do NOT require a doctor's signature and must be updated annually. Campers who are missing a current Health Care Form will not be permitted to stay at camp until we receive a completed form. Children attending more than one camp through the City of Dublin need only complete one form.

SIGN-IN/SIGN-OUT PROCEDURES

For your child's safety, each child must be signed in at camp each day and signed out by an authorized adult. There can be NO EXCEPTIONS to this policy. Persons authorized to sign a camp participant in and out of camp must be 18 years of age or older and named on the Health Care Form as a parent, guardian, second parent, second guardian, emergency contact or additional authorized person. **ALL parents and authorized persons must show appropriate identification (driver's license, photo ID with name) to remove a participant from any Specialty Camp—no exceptions.**

OPENING AND END-OF-DAY CLOSING

Specialty Camps begin and end at the printed program times. **Children are not permitted to be dropped off prior to the start time and children must be picked up when the program ends.** Camp staff has other commitments after this time, so please respect the staff in this matter.

LATE-PICK UP FEE STRUCTURE

A flat fee of \$10.00 will be assessed to any individual picking up later than five minutes after the program ends. In addition to the flat \$10.00 fee, a fee of \$1.00 per minute will be assessed. Payment of all fees is expected at the time of pick-up. Staff will provide a written receipt for all fees paid. Camp participants will not be permitted to attend camp until all fees are paid.

PLEASE VISIT OUR WEBSITE: WWW.DUBLINOHIOUSA.GOV/RECREATION/CAMPS FOR COMPLETE DETAILS ON WHAT TO BRING TO EACH SPECIALTY CAMP

WHAT NOT TO BRING TO CAMP

The following regulations apply to all camp staff, campers, parents, visitors and contracted instructors at any of our Specialty Camps.

We respectfully request that the following items remain at home:

- Personal Sports Equipment
- Animals
- Hand Held Video Games
- iPods (or other music players)
- Cameras
- Money
- Trading Cards & Collectibles

The City of Dublin and its staff is not responsible for any items or money that are lost or damaged at camp. Any items brought to camp are the sole responsibility of the camper, and parents and campers should understand this policy and accept any risk before sending items to camp.

Alcohol, drugs and weapons are strictly forbidden at all City of Dublin Preschool/Youth Programs and Camps. Should any of these things be found at one of our programs the Dublin Police will be contacted immediately to remove the items and address the person who brought the items to camp.

FIELD TRIP INFORMATION – NUTS ABOUT NATURE CAMP ONLY

Nuts About Nature Camp participants go on a scheduled field trip to Glacier Ridge Metro Park on the Wednesday of the camp week, and to the Columbus Zoo on the Friday of the camp week. All camp participants and staff are transported to the designated field trip in Dublin City School busses. More specific information on the trips will be available at the camp site. The Camp Supervisor may also be able to answer any specific questions you may have about the trips. Children are NOT permitted to spend or take personal money. All field trip costs are paid for in advance and included in your camp fees.

SWIMMING INFORMATION – NUTS ABOUT NATURE CAMP ONLY

Nuts About Nature Camp participants will be swimming at the indoor pool on the Wednesday of the camp week, so please make sure all campers bring their swim suits and towels! Swimming takes place from 2 – 3:45 p.m. All parents are asked to wait at the Art Barn until the campers return from the pool area to check out for the day.

GENERAL SWIM POLICIES

- All campers who wish to have access to the deeper portion of the DCRC indoor pool (water other than the designated shallow water area, slide, & lazy river) must pass the camp swim test.
- All campers identified as non-swimmers will receive a purple wristband that they will be required to wear during their time in the pool.
- One camp counselor will be available at the pool for any parent, camper or other concerns. This counselor will be sitting near the entrance of the indoor pool area and should be the person that all questions are directed to. This counselor will carry a cell phone to use for contacting the camp site, parents, or any other camp business. All remaining counselors will be stationed either in or around the pool (Counselor Pool Expectations are available for details) and their focus will be solely on watching the campers in the pool—please do not direct requests or questions towards these staff members while the campers are in the water.
- Any camper who tries to gain access to any part of the pool that he/she is not permitted to be in will receive an automatic 3 (according to our camp behavior management policy), which results in an immediate consequence. The consequence is 5 minutes of sitting out of the pool for the first incident and removal from the pool for the remainder of the day for any subsequent incidents.
- Campers must be in swim attire to get into the pool. Campers are not permitted to wear cotton t-shirts over their swim attire. Cotton t-shirts absorb water and are considered a safety risk. Campers may wear close-fitting swim shirts (long or short sleeve) provided they are designed for the water and fit appropriately (close to the body).
- Special Needs campers must take the swim test if they wish to have access to the deeper portion of either the indoor or outdoor pool *even if they have a personal aide with them in the pool.*

CAMP SWIM TEST PROCEDURES

- Campers will be tested in the deep end of the pool where they cannot touch.
- A lifeguard will be in the pool or on the deck where the camper jumps in to begin the test and will follow the camper the entire length of the pool.
- Campers must place their toes on the edge of the pool and jump in the water facing forward (the camper's head does not have to go completely under the water).
- Campers can use any swim stroke, or combination of strokes, to cross the pool. Campers must be able to swim one length of the pool (25 yards) without touching the lane lines, the bottom, the pool edge, the lifeguard or anything else to pass the test.
- Campers can wear goggles during the swim test.
- Campers can only attempt the swim test once each day.

- Campers can re-take the swim test on subsequent swim days. The camp staff and/or lifeguards reserve the right to deny a swim test re-take for any camper who we have observed and feel is at a significant risk in the water. They also reserve the right to postpone re-tests if there are not adequate staff to perform them or if there is a lack of available pool space to meet test parameters.
- Parents may request that a camper is not swim tested with the understanding that the camper will be identified as a non-swimmer and only allowed access to the designated shallow water area which is separated from the deeper portions of the pool by a rope.
- Campers between 42-48" in height who pass the swim test WILL still need to take an additional test to have access to the slide at the indoor pool. This test is separate because it requires campers to be able to swim against a current, and it is consistent with Health Department regulations.

PARENT ACCESS AND PARTICIPATION

Parents/guardians of children enrolled in any of our Specialty Camps have unlimited access to our programs during operational hours for the purpose of contacting their child and/or evaluating the premises and/or the care provided. Upon entering the site, parents must sign-in as a visitor and notify the camp staff of his/her presence.

Parents are free to contact the Recreation Supervisor or Program Coordinator to discuss any concerns or offer suggestions about our programs. Your input is encouraged and greatly appreciated.

CAMP STAFF

Each staff person is qualified and competent to provide wholesome leadership and direction to each child, according to his/her needs. All camp staff must meet the following minimum requirements to be employed by Dublin Recreation Services:

- At least 18 years of age with a minimum of one year of college or other life experience
- Successful interview (first year only)
- Three positive reference checks—not including family members (first year only)
- Negative drug screen (every year)
- No record in the National Sex Offender Database (every year)
- No criminal record on BCII background check (every year)
- Current CPR/First Aid/AED Certifications for Adults, Children & Infants

EMERGENCY PROCEDURES

All Specialty Camp staff are charged with responding to emergencies. The general principles that govern all emergency situations apply:

1. Evaluate the situation completely and as quickly as possible (call 911 if appropriate).
2. Do the simplest thing consistent with good care.
3. Take care of the most important conditions first—maintain open airway, control severe bleeding, and prevent shock.
4. Engage campers not involved in the emergency in non-threatening, low impact activities until the emergency has passed or a debriefing takes place (with assigned mental health care professionals if necessary).
5. If 911 is called the camp staff person who made the call should immediately call the Recreation Supervisor responsible for the Specialty Camps (or continue up the organizational chart) to inform the Division of Recreation Services of the accident/incident. All further communication with parents/media will be handled by the department staff available.

RESTROOM PROCEDURES

Group Restroom Policy:

No child is to be left unattended or unsupervised. Children may use the restroom or get a drink with a buddy and with the staffs' permission unsupervised if the entire group within the program resides indoors. If the entire group within the program is outdoors/playground, there will be group restroom breaks supervised by Camp Staff.

Field Trip Restroom Policy (KIDZONE only):

Children must be accompanied to the restroom with Camp Staff on all off-site field trips to ensure the safety of each participant.

INCLEMENT WEATHER

In case of severe weather, camp participants will be sheltered inside the facility. In the event of light rain, campers *may* continue with scheduled activities or similar activities outside. While swimming, pool staff will determine the safety of pool conditions and campers will return to their base site for shelter if necessary.

MEDICAL PROCEDURES

Camp staff are prepared to use basic first aid skills on a daily basis to address common camp injuries such as: scraped knees, insect bites, bee stings, bloody noses, and other small injuries that occur during active outdoor play. For specific Medical Standing Orders please contact the Preschool/Youth Recreation Supervisor.

- A. Camp staff are authorized to perform the following: flush minor scrapes and cuts with water, clean minor scrapes and cuts with alcohol swabs, apply band-aids when appropriate, distribute and assist with the application of cold packs when appropriate, distribute medications as indicated on Health Care Forms, provide more advanced first-aid (within the scope of training) as requested by parent/guardian when accompanied by physician's instructions (assist with epi pen, etc).
- B. Camp staff are expected to call either a child's parent/guardian or 911, depending on the severity of the injury/illness, for any medical situation that requires treatment other than those listed above.
- C. Camp staff are expected to follow best practices to prevent disease transmission (use of gloves, hand washing, etc) at all times when dealing with ANY medical situation.
- D. Accident/incident Forms will be completed after any treatment is provided and notes will then be recorded in the ABC log.

MEDICATIONS

ALL medications (including over-the-counter or nonprescription drugs) taken routinely MUST BE LISTED ON THE HEALTH CARE FORM AND SUBMITTED TO CAMP STAFF to be dispensed at any Dublin Recreation Services program. Parent/guardians are requested to bring enough medication to last the entire time at camp. Medications MUST be kept in the original packaging/bottle that identifies the prescribing physician (if a prescription drug), the name of the medication, the dosage, and the frequency of use—Specialty Camps Staff WILL NOT ACCEPT OR DISPENSE any medications not in the original packaging/bottle. Medications that meet the above guidelines will be dispensed in the following way:

- A. All medications received by any Specialty Camp will be stored in a locked container (refrigeration available upon request) and dispensed according to the Health Care Form and physician's instructions by the Camp Supervisor or the camper's assigned counselor(s).
- B. The Specialty Camp staff member dispensing the medication will document the date/time that the medication was given on the Medication Log.
- C. When at an off-site location, the counselor assigned to a camper who takes medications will carry those medications in a small first-aid kit and dispense those medications appropriately including updating the Medication Log upon returning to camp.
- D. Parent/guardians may come to camp, sign-out their camper, give any medication they feel is appropriate, and then sign their camper back into the program.

If a camper brings medication to camp that: is not listed on the Health Care Form, AND/OR does not meet the above guidelines, AND/OR is not submitted to Specialty Camp staff (child keeps in backpack or lunch bag) that medication will be stored in the locked medication container until a parent/guardian is able to retrieve it and it will NOT be dispensed to the camper. In the case that said medication is necessary for the health and well-being of the camper, the parent/guardian will be contacted to come and dispense said medications (see D). At this time the child's Health Care Form must be updated or the camper will not be permitted to remain at any of the Specialty Camps.

CONTROL OF COMMUNICABLE DISEASES AND PESTS

When a child is ill, appears to be ill, has been diagnosed with a communicable, untreated illness, or has an illness still considered contagious, the camp nurse and camp supervisory staff have the authority to exclude or isolate the student within sight from the group. Children with the following symptoms must be sent home and remain at home until they are symptom-free for 24 hours without the benefit of acetaminophen, ibuprofen, or anti-diarrhea medications.

- fever 100 degrees or higher,
- vomiting,
- diarrhea,
- or other signs of a possible communicable disease

For common communicable illnesses like strep, pink eye, ring worm, and impetigo that require medication treatment, students must complete a minimum of 24 hours of treatment before returning to camp. For other communicable illnesses like whooping cough and chicken pox, the exclusion time will be longer and may require a physician's note to return to camp.

Students with evidence of lice infestation will not be permitted to come to camp until treated and nits are controlled. Students must be re-checked and cleared by camp staff prior to re-admittance to camp. Students with scabies are also not permitted to come to camp until treated and rechecked.

For more information on communicable diseases and the guidelines for treatment and exclusion from camp, please see the Ohio Department of Health's Communicable Disease Guidelines.

CALLING A PARENT FOR MEDICAL CONCERNS

Camp staff are expected to call a child's parent/guardian for any medical situation that requires treatment other than basic first-aid (flush minor scrapes and cuts with water, clean minor scrapes and cuts with alcohol swabs, apply band-aids when appropriate, distribute and assist with the application of cold packs when appropriate, distribute medications as indicated on Health Care Forms). Parents can decide at this time to both pick up their child and seek medical care of their choice, or ask the camp staff to call 911 for treatment.

Camp staff is required to call a child's parent/guardian any time camp staff call 911 for a camp participant.

Please note that camp staff is expected to call 911 **first** in cases of immediate, traumatic or life-threatening conditions (broken bone that punctures skin, severe bleeding, unconsciousness, etc.)

RECOGNITION AND PREVENTION OF CHILD ABUSE

Ohio Revised Code 2151.421—Reporting Child Abuse or Neglect

By state law, all agencies that provide children's programming are required to report questionable bruises or marks that are repetitious and obvious to the staff. Likewise, should a child indicate to a

staff member that abuse, either physical or sexual, is happening to them, it is our obligation to report the discussion to Franklin County Children Services. After evaluation by the Recreation Supervisor, Program Administrator or Director a call is made to the Dublin Police who will then investigate and report any claims of abuse.

BEHAVIOR MANAGEMENT

The behavior management policy was established with the knowledge that children need clear limits, set in ways that do not negatively influence their self-esteem. Limits are set to protect each child from hurting himself/herself, others, the equipment or facilities. The camp staff set guidelines and the goal is for each child to become a problem-solver and conflict-resolver. All Specialty Camp staff approach behavior management with a positive message reinforcing acceptable behavior and learning as a natural part of a child's growth and development.

The camp environment is designed to promote success, allowing for much freedom within the limits. Children need to explore the limits of each setting. Just as your children test you, they will probably test the camp staff sometime during the summer to define our personal and camp site limits. When children do test the limits we allow the child several chances to change the behavior.

Camp staff are trained to manage behavior problems through conflict resolution techniques, such as Camp Counselor/Child discussion, redirection, choices, removal from the situation, loss of privileges, and in severe situations, dismissal from camp.

Behavior will be managed according to the following steps.

1. There will be a Camp Counselor/Child conference
 - Verbal
 - Redirect child's actions
 - Offer choices
 - Offer solution
 - Removal from the problem situation

If the behavior is consistent, habitual, or a severe inappropriate action:

2. There will be a Camp Supervisor/Parent Conference
3. There will be a Camp Supervisor/Parent/Recreation Supervisor Conference

A child at the final step may have appropriate consequences established such as a written behavior contract, loss of privileges, suspension or dismissal from camp. Severe behavior problems could result in immediate dismissal from camp. If a child cannot adjust to the camp setting and behave appropriately, the parent or guardian may be asked to find alternate arrangements for care.

In order for camp staff to effectively manage a child's behavior and be proactive about preventing behavior issues and bullying, we want to teach the children to learn to respect themselves and others at camp by implementing the following **Camp Rules**:

1. Listen and follow directions given by all camp counselors
2. Keep your hands, feet and body to yourself.
3. Stay within a counselors eyesight
4. Participate, do your best and show a positive attitude
5. Work together and be kind
6. Make safe choices and HAVE FUN!

Behavior management is the slow process of helping a child see the sense and experience the success of acting a certain way. Behavior management helps children develop self-control and respect for themselves, other people and the community. Managing behavior should never harm, shame or frighten a child. All camp staff are required to treat children with respect and use discipline as a learning opportunity.

Physical Altercation Policy

If a child intentionally causes physical harm to another child, camp staff, facility or vehicle he/she will be dismissed from any Specialty Camp for a minimum of the remainder of the camp day. A parent will be called immediately to remove the child from the program. Before the child is readmitted to the program, a meeting between the parent, child, Camp Supervisor and Recreation Supervisor may be requested. It is the Specialty Camps policy to remove ALL participants involved in physical altercations regardless of who started the altercation.

Refunds for Dismissal

If a child is dismissed due to a physical altercation or behavioral issue, refunds, credits & transfers are not provided due to investment in camp staff and supplies that have already been purchased.

Anti-Bullying Policy

Bullying is considered a serious infraction and not permitted at camp. Bullying cases will be managed on an individual basis, and a decision about future participation will be determined after a meeting occurs between the camp family, Camp Supervisor and the Recreation Supervisor.

SPECIALTY CAMPS PARENT CODE OF CONDUCT

Parents/guardians and camp participants should thoroughly read and abide by the Parent & Camper Code of Conduct. The Parent/Guardian Code of Conduct establishes clear guidelines for parents/guardians regarding interactions with children (other than their own), other parents and camp staff. The Parent Code of Conduct explains the expectations we have for our parents and we ask that you become familiar with the following guidelines:

1. Parents/guardians* shall read and be responsible for the contents of the Parent Handbook & Required Forms (additional copies available at the DCRC front desk or on the City of Dublin's website at www.dublin.oh.us.)
2. Parents/guardians* shall read and be responsible for any/all camp program information that is posted online, sent prior to their child's camp, and available at the sign in table at the camp.
3. Parents/guardians* shall refrain from touching or physically contacting any child in the camp program other than their own.
4. Parents/guardians* are not permitted to verbally insult, harass, or interrogate any child, parent or staff in the camp program.
5. Parents/guardians* should always approach a staff member when they have a concern regarding another camper's behavior and/or interactions at camp.

Failure to abide by any of the guidelines listed above will result in a meeting with the Camp Supervisor and/or Recreation Supervisor and possible removal from the camp program (parent/guardian and/or campers).

****Please note: Parent/guardian is synonymous with any adult (i.e. grandparent, neighbor, sibling) who is authorized to be at a camp program.***

SPECIALTY CAMP PARTICIPANT CODE OF CONDUCT

In order for all recreation program participants to have a safe and enjoyable experience, all participants **must** demonstrate good behavior and respect for themselves as well as others. Please review these expectations with your child before his/her first day at camp.

As a Dublin Summer Camp Participant, I agree to:

1. Respect the other campers and never bully another camper.
2. Respect the property of others.
3. Not bring to the camp, nor have in my possession, any object that would be harmful to others.
4. Keep my hands to myself: no pushing, hitting, or inappropriately touching a fellow participant.
5. Respect and follow the instructions of all camp staff and volunteers.
6. Stay with my group or in my designated play area at all times.
7. Play games in a fair manner by demonstrating sportsmanship and encouraging fair play.

8. Be honest with myself and others.
9. Wear closed-toe shoes and proper clothing for scheduled activities.
10. Respect the buildings, parks and equipment. I will take care of the buildings, equipment, and outside areas where we do our activities.

I understand that if I do not follow these rules, my parent/guardian will be notified. Serious behavior problems or repeatedly breaking the rules will result in disciplinary action and may result in expulsion from this program.

Campers are required to agree to this Code of Conduct as listed above.

**For more information about any of our programs/camps please contact the
Preschool/Youth programming team:**

- Sharon Adamek, Camp Program Specialist at 410-4575 or sadamek@dublin.oh.us
- Jill Niswonger, Camp Program Specialist at 410-4596 or jniswonger@dublin.oh.us
- Jodi Shealy, Adaptive Recreation Specialist at 410-4574 or jshealy@dublin.oh.us
- Jen Vosters, Recreation Coordinator at 410-4573 or jvosters@dublin.oh.us
- Erin Duffee, Recreation Supervisor at 410-4558 or eduffee@dublin.oh.us